

Message Text

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PAGE 01 ISLAMA 02499 01 OF 02 131353Z
ACTION NEA-10

INFO OCT-01 ISO-00 MMO-04 A-01 PER-05 /021 W
-----089520 131417Z /43

P 131120Z MAR 78
FM AMEMBASSY ISLAMABAD
TO SECSTATE WASHDC PRIORITY 6260

UNCLAS SECTION 1 OF 2 ISLAMABAD 2499

E.O. 11652: N/A
TAGS: AFSP, AMGT
SUBJ: HIRING LIMITATION

REF: STATE 3165, & STATE 35776

IN ACCORDANCE WITH REFTELS, EMBASSY REQUESTS AUTHORIZATION
TO FILL THE FOLLOWING VACANT POSITIONS:

ISLAMABAD:
POSITION IC-131, SECURITY CLERK, CORE: THIS IS THE ONLY CLERICAL
POSITION IN THE SECURITY OFFICE. THE AMERICAN SECRETARY
CANNOT COPE WITH THE HEAVY VOLUME OF WORK PRODUCED BY THE
SECURITY OFFICER AND THE PAKISTANI SECURITY INVESTIGATOR, EVEN
BY WORKING OVERTIME ON A REGULAR BASIS. THIS POSITION IS ALSO
THE BACKUP FOR THE LOCAL SECURITY INVESTIGATOR. IT HAS TAKEN
SEVERAL MONTHS TO LOCATE A QUALIFIED CANDIDATE FOR THIS
SENSITIVE POSITION AND THE BACKLOG OF WORK IS MOUNTING AT AN
ALARMING RATE. REQUEST PERMISSION TO FILL THIS POSITION
ON A URGENT BASIS.

THE POSITIONS SHOWN BELOW BECOME VACANT UPON THE
REASSIGNMENT OF THREE B AND M EMPLOYEES AS FOLLOWS:

MOHAMMAD ALI, ID-68 TO IC-85
NIGHAT MOIN, IC-80 TO ID-68
MOHAMMAD RIAZ, ID-75 TO ID-61
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POSITION IC-80, SECRETARY, CORE: THIS IS THE ONLY
SECRETARIAL POSITION IN THE B AND M UNIT. THE INCUMBENT HAS
EXCELLENT ACCOUNTING BACKGROUND AND WILL BE REASSIGNED TO
POSITION ID-68, WHICH WILL BETTER UTILIZE HER ABILITY AND
PROVIDE ROOM FOR ADVANCEMENT.

POSITION ID-75, ACCOUNTANT (DAS): THIS POSITION IS ONE OF TWO POSITIONS THE INCUMBENTS OF WHICH ARE RESPONSIBLE FOR PROCESSING PAYMENT OF APPROXIMATELY 1,100 VOUCHERS MONTHLY IN THE DISBURSING OFFICE, I.E., SCREEN PAYMENT DOCUMENTS FOR ACCURACY, TYPE APPROXIMATELY 1,800 RUPEE AND DOLLAR CHECKS PER MONTH. WORKLOAD MAY NOT BE REDISTRIBUTED AMONG OTHER B&M EMPLOYEES SINCE BLANK TREASURY CHECKS MUST REMAIN WITHIN A RESTRICTED AREA UNDER THE DIRECT SUPERVISION OF THE DISBURING OFFICER. CHECKS MAY NOT BE TYPED AFTER DUTY HOURS (ON AN OVERTIME BASIS) SINCE THEY MUST BE SECURED IN THE DISBURSING OFFICER'S VALUT COB EACH DAY. IT IS PHYSICALLY IMPOSSIBLE FOR ONE DISBURSING AUDITOR TO PROCESS THE CURRENT VOLUME OF VOUCHERS AND CHECKS.

POSITION ID-141, PERSONNEL CLERK, DAS: INCUMBENT OF THIS POSITION WAS REASSIGNED TO NEW POSITION IN CONSULAR SECTION WHICH OFFERS POSSIBILITY OF FUTURE PROMOTION AND REQUIRED TO BE FILLED ON A URGENT BASIS. VACANCY IN PERSONNEL OFFICE HAS RESULTED IN MANY HOURS OF OVERTIME FOR SECTION'S REMAINING FSL-6, PERSONNEL CLERK DESPITE WHICH A BACKLOG OF WORK IS INCREASING RAPIDLY. THE SECTION'S FSL-2, PERSONNEL ASSISTANT IS FORCED TO SPEND A STEADILY MOUNTING NUMBER OF HOURS ON CLERICAL CHORES WHILE MORE IMPORTANT PROJECTS AND DUTIES AWAIT COMPLETION. THIS IS AN EXCEEDINGLY BUSY OFFICE WHERE ALL FOUR LOCAL EMPLOYEES ARE KEPT FULLY OCCUPIED 8 HOURS A DAY. THE DUTIES OF THE VACANT POSITION UNCLASSIFIED

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CANNOT BE ABSORBED BY THE REMAINING PERSONNEL CLERK.

POSITION IC-136, TELEPRINTER OPERATOR, CORE: THIS POSITION HAS BEEN ABOLISHED AND A NEW POSITION ESTABLISHED IN THE TELEPHONE UNIT. THEREFORE, AUTHORIZATION IS REQUESTED TO FILL THE RESULTING TELEPHONE OPERATION POSITION. THE TELEX ROOM EMPLOYEES HAVE BEEN SCHEDULED FOR AN IRREGULAR WORKWEEK SO THAT ONE POSITION COULD BE CHANGED TO THAT OF TELEPHONE OPERATOR. THE EMBASSY'S TWO TELEPHONE OPERATORS CANNNOT PROVIDE ADEQUATE COVERAGE IN THE EVENINGS AND ON THE WEEKEND. AT PRESENT, THE MARINE GUARD IS ANSWERING ALL INCOMING TELEPHONE CALLS DURING THE WEEKENDS WHICH NUMBER APPROXIMATELY 120 ON SATURDAY'S ALONE. THIS PRACTICE IS NOT ONLY UNSATISFACTORY BECAUSE OF LANGUAGE BARRIER BUT IS IN DIRECT VIOLATION OF STATE-MARINE CORPS AGREEMENT ON USE OF MSGS.

POSITION ID-7, CHAUFFEUR (DAS): EMBASSY IS ALREADY UNDERSTAFFED WITH CHAUFFEURS AND PRESENT VACANCY HAS INCREASED THE HOURS OF OVERTIME WORKED BY REMAINING CHAUFFEURS TO A TOTALLY UNACCEPTABLE LEVEL, AS FAR AS FUNDS AND SAFETY ARE CONCERNED.

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ACTION NEA-10

INFO OCT-01 ISO-00 MMO-04 A-01 PER-05 /021 W
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P 131120Z MAR 78
FM AMEMBASSY ISLAMABAD
TO SECSTATE WASHDC PRIORITY 6261

UNCLAS SECTION 2 OF 2 ISLAMABAD 2499

KARACHI
POSITION KD-81, ENGINEER (DAS): (INCUMBENT OF POSITION
KD-81 WILL BE TRANSFERRED TO ISLAMABAD TO FILL THE KEY
POSITION OF BUILDING MAINTENANCE ENGINEER, IC-130.
THIS IS A REASSIGNMENT TO AN URGENT VACANCY WHICH WILL
PROVIDE PROMOTIONAL OPPORTUNITY TO A MISSION FSL. THIS
POSITION (IC-130) HAS BEEN VACANT SINCE LATE DECEMBER AND
AS A RESULT THE AMERICAN BUILDING AND MAINTENANCE OFFICER IS
WORKING OVERTIME ON A DAILY BASIS)
THE TRANSFER OF THE KARACHI FSL TO ISLAMABAD WILL RESULT
IN A VACANCY IN KARACHI'S BUILDING AND MAINTENANCE UNIT.
AS THE BUREAU IS AWARE, KARACHI IS PRESENTLY COPING WITH
CRITICAL MAINTENANCE PROBLEMS WITHIN THE CONSULATE GENERAL,
AS WELL AS IN AMERICAN EMPLOYEE RESIDENCES. REQUEST
URGENT RESPONSE TO FOREGOING REQUEST, AS IT WILL TAKE SOME
TIME TO LOCATE A SUITABLE CANDIDATE FOR THIS POSITION
SINCE MOST QUALIFIED ENGINEERS HAVE DEPARTED FOR EMPLOYMENT
IN THE MIDDLE EAST.

POSITION (0-8, COMMERICAL ASSISTANT, PROGRAM: THIS POSITION
IS ESSENTIALLY THAT OF "INSIDE OFFICE MANAGER" OF THE
ECONOMIC/COMMERCIAL SECTION. IN ADDITION TO STENOGRAPHIC
AND OFFICE ADMINISTRATIVE DUTIES, THE INCUMBENT HANDLES A
SIGNIFICANT LOAD OF ROUTINE COMMERICAL CORRESPONDENCE AND
DIRECT INQUIREIS. ALSO PROVIDES ADMINISTRATIVE SUPPORT FOR
TRADE PROMOTION ACTIVITIES. IT IS A POSITION THAT KEEPS
THE OFFICE FUNCTIONING AND ENABLES THE AMERICAN AND THREE
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PROFESSIONAL LOCAL EMPLOYEES TO SPEND MORE OF THEIR TIME PRODUCTIVELY OUT OF THE OFFICE AND AWAY FROM THE MORE TIME CONSUMING ROUTING TASKS. THIS POSITION HAS BEEN VACANT FOR SEVERAL WEEKS AND NEEDS TO BE FILLED AS SOON AS POSSIBLE IF THE CONGEN IS TO FULFILL ITS COMMITMENTS UNDER THE COMMERCIAL ACTION PROGRAM.

POSITION KD-49, SECRETARIAL ASSISTANT: THE CONSULATE GENERAL REQUESTS CONVERSION OF KD-49 (DAS) TO KP-49 (PROGRAM). THE INCUMBENT HAS BEEN WORKING IN THE ECONOMIC/COMMERCIAL SECTION SINCE OCTOBER 1977 AND, THEREFORE, THE POSITION SHOULD BE TRANSFERRED OFFICIALLY BY THE BUREAU.

LAHORE

POSITION LC-12, SECRETARY CORE: THE CONSULATE GENERAL REQUESTS CONVERSION OF LC-12 TO LD-12. THE INCUMBENT PERFORMS UNCLASSIFIED SECRETARIAL DUTIES FOR THE ADMINISTRATIVE OFFICER AND AS NEEDED FOR THE PRINCIPAL OFFICER AND POLITICAL SECTION, IN SUPPORT OF OTHER AGENCIES. THIS IS THE SOLE LOCAL SECRETARIAL POSITION IN THE CONSULATE GENERAL. THE INCUMBENT TYPES UNCLASSIFIED CORRESPONDENCE FOR CONSULATE GENERAL OFFICERS THEREBY MAKING IT POSSIBLE FOR THE POST'S ONLY AMERICAN SECRETARY TO PERFORM HER DUTIES AS CONGEN'S SECRETARY, BACK-UP COMMUNICATOR AND CLASSIFIED TYPIST FOR ALL CONGEN OFFICERS.

2. CANDIDATES HAVE BEEN IDENTIFIED FOR ALMOST ALL THE FOREGOING POSITIONS. AN EARLY RESPONSE WOULD BE MOST APPRECIATED.

HUMMEL

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